

October 21, 2015

The following was sent to KYAE listserv.

KYAE Policies and Procedures - Modifications/Clarifications

Please find modifications/clarifications to the 2015-16 KYAE Standard Operating Policies and Procedures Manual. These are in effect as of this email announcement.

We expect to have modifications to the assessment policy, based on OCTAE's review, released within a couple weeks.

These changes are intended to make the policy clearer and comprehensive.

Therefore, changes should reflect either more information to clarify assessment procedures or directives that can be readily implemented in your program.

Once all changes have been announced, they will be incorporated in the manual and reposted as revised in KAERS.

Thank you for your prompt attention to these matters.

Add to page 14:

Final program data shall be entered into KAERS **before July 9th each year.**

Add to page 24:

- Send changes, including updated contact information, to: Toni.Quire@ky.gov, or other staff identified by KYAE. (Removes Tammy Powers)

Modify page 24 (replaces third paragraph):

A fiscal agent shall provide KYAE notice of resignation or termination of a program director within five (5) days of receipt of notice or separation date. His or her fiscal agent shall consult with KYAE before hiring/appointing a new program director. New program directors shall only be considered based on ability to perform the duties and meet the minimum requirements as described in Appendix E, Class Title: Program Director. When hiring a program director, KYAE shall be given the opportunity to take part in the review and interviewing process. If candidates are interviewed, a KYAE staff member shall be given the opportunity to serve on the interview team.

Modify page 24 (modifies fourth paragraph):

The minimum requirements for each title are mandatory. *All fiscal agents* must ensure that *all new employees* meet the minimum requirements for each title.

Jacqueline E. Korengel, Ed.D.

Assistant Vice President for
Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive, Suite 250
Frankfort KY 40601
Office: (502) 573-5114, ext. 102
Fax: (502) 573-5436
Jacqueline.Korengel@ky.gov
www.cpe.ky.gov
www.kyae.ky.gov

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